

Memorandum

Date: July 16, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Summer Banners

The Design Committee would like to purchase summer banners to line Monroe Street just like the winter and fall banners recently purchased. These banners would be mostly outside the areas that currently have hanging baskets. Due to quotes obtained in the past and our history of banner purchase, the Committee will go with the same company that the fall and winter banners were purchased from. We were attempting to work with John Patterson on a collaborative project which included River Raisin Nights banners, but could not agree on a design. Therefore, the Design Committee will be purchasing all of the banners as they have done in the past. I have enclosed a layout of the banner and will be passing around a color version at the meeting. Estimated cost for 50 banners is \$4,300.00 plus shipping. The Design Committee included \$5,000.00 for banner purchase in their 2010-2011 Budget Request. I have been told by the banner company that due to the theme of the banners it will be a maximum of three weeks between the time of order and shipment. It could be as soon as two weeks. It is our goal to have these banners hung yet this summer depending on when we receive them.

The Design Committee respectfully requests a budget of up to \$5,000.00 to purchase summer banners as presented.

Thank you.